

Adjutant General's Department

4/27/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

| <i>Open to:</i> 1-Present State employees of TAG Dept 2-All State employees' 3-Public | | | | | |
|---|--------------|------------------------|--|-------------------|---------------------|
| <u>Location</u> | <u>*Open</u> | <u>Position</u> | <u>Title</u> | <u>Department</u> | <u>Closing Date</u> |
| Topeka | 1,2,3 | Unclassified Full-time | NEW Critical Infrastructure Program Consultant https://www.da.ks.gov/ps/pub/reginfo.asp?id=171533 | KDEM | May 14, 2012 |
| Topeka | 1,2,3 | Unclassified Full-time | Accountant II https://www.da.ks.gov/ps/pub/reginfo.asp?id=171487 | State Comptroller | May 6, 2012 |

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

Critical Infrastructure Program Consultant Kansas Division of Emergency Management, Topeka, KS

Requisition # 171533 – Open until May 14, 2012 – Full time, unclassified with benefits, state position, \$18.26 to \$20.13 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Critical Infrastructure Program Consultant: This position will support the Critical Infrastructure Prevention Program Coordinator in development of a comprehensive critical infrastructure program, by helping to identify and categorize critical infrastructure systems and sectors, assess and address vulnerabilities, identify interdependencies across sectors, and aid in the development of a state Critical Infrastructure Key Resources (CIRK) plan. This position assists in maintaining secure records and list serves with current individual contacts as well as forging new contacts with key stakeholders and critical infrastructure partners. The position will update and maintain the Automated Critical Assets Management System, an automated site profiling system for local and state governments to us in protecting CIRK. Performs site assessments of critical infrastructure to gather and compile written and visual data. Provides support to all programs within the Technological Hazards Section. Ensures expended funds are in compliance with Department of Homeland Security grant funding requirements.

Minimum and Preferred Qualifications: Requires a minimum of a high school diploma or equivalent. Prefer: Bachelor's Degree in Public Administration, Criminal Justice, Strategic Security and Protection Management, Intelligence Management, or Terrorism and Counterterrorism Studies. Desire training in Force Protection, Security Operations, Law Enforcement Operations, Public Speaking, Operational Planning and Database Management.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #171533. The Adjutant General's Department is an Equal Opportunity Employer.

Accountant II

State Comptroller's Office, Topeka, KS

Requisition # 171487 – Open until May 6, 2012 – Full time, unclassified with benefits, state position, \$19.16 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Manage all accounting activities and reporting requirements relating to the administration of Army National Guard Cooperative Funding Agreements (grants) between the National Guard Bureau and the Adjutant General's Department of Kansas for Facilities Operations & Maintenance Program, Sustainable Range Program, Distributive Learning Program and all Military Construction Programs. Develop and maintain records, files and accounting systems to fully account for all purchase requests that are submitted for the related CFAs. Review and audit purchase request to determine if the goods/services requested are in compliance with the CFA. If in compliance, compute necessary funding splits and submit requests into the state accounting and reporting system, SMART, and insure chart field funding is completed and accurate including all state and federal required codes. Maintain a record/file of all purchase requests. After satisfactory completion of the purchase, insure invoice and payment certifications are received then processed for payment in a timely manner.

Minimum and Preferred Qualifications: Requires three (3) years of experience in professional accounting/auditing work. Prefer: Formal education or training in accounting or business. Ability to evaluate the soundness of financial practices and the compliance with state and federal laws and regulations. Ability to detect and reconcile discrepancies in financial records. Good organizational work habits. Ability to establish and maintain effective working relationships with co-workers and representatives of other agencies or departments. Knowledge of the State of Kansas accounting system SMART. Working knowledge of Microsoft software package including access, Excel and Word.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #171487. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.